

Standard Operating Procedure Interim Change Notice (ICN)

Effective Date: **3/17/03**

3 Page(s)

Section 1: Description of Change (Requestor completes)

1. Document Catalog No.: **ER2003-0150**

2. SOP & Rev No.: **01.04, R5**

3. Interim Change No.: **1**

4. SOP Title: **Sample Control and Field Documentation**

5. Description of Change:

3.0 TRAINING

Add:

3.2A Users of this SOP shall attend classroom training or shall complete On-the-Job Training (OJT) with a classroom-trained individual before commencing work.

3.2B Data Management staff shall document the required classroom training on a Training Attendance sheet, submitting a copy to the RRES-R Training Specialist and the original to the RPF.

3.2C Classroom-trained, field team members performing OJT shall document the OJT in an Oral Communication Form (QP-3.5), including the names, signatures, and "Z" numbers of trainer and trainee and the trained-to SOP identifier, name, and revision number.

3.2D The OJT trainer shall submit a copy to the RRES-R Training Specialist and the original to the RPF.

8.0 PROCEDURE

Add after first "Note" in 8.3.7:

8.3.8 If collecting only field screening/measurement results

- note that the sample container(s) is not collected by lining through the container(s) and writing in "container(s) not collected";
- change the sample usage code to "SCR" to indicate a screening sample;
- ensure that all required signatures are applied; and
- list the field screening/measurement results in the field screening/measurement results section on the SCL.

"Note" below 8.3.8, replace 15th bullet, "Water Flowing" with the following text: "If collecting a water sample, indicate whether or not the water was flowing at collection time by checking "yes" or "no"; if not collecting a water sample, check "NA."

Change order of "Sample Description" and "Field Screening/Measurement Results" bullets.

Delete "Photo ID" bullet.

Add: 8.4 Perform SCL Change Control

If determined, after sample and field paperwork submittal, that completed SCLs require an update, the FTL shall return to the SMO and update the original SCL, initialing and dating the change point.

10.0 RECORDS

Add:

- Training Attendance Sheet
- Oral Communication Form

12.0 ATTACHMENTS

- 1) Replace Attachment C: Sample Collection Log
- 2) Add "OJT, On the Job Training" to Attachment H.

6. Attachments Modified, Added, or Removed:

☒ Yes

☐ No

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7. ICN Justification:

Improves the process in order to decrease incomplete Sample Collection Log fields.

8. Requestor: Felicia Aguilar [Signature on File]

03/17/03

(Print name, then sign.)

(Date)

Section 2: Evaluation and Approval (QPPL and Focus Area Leader complete)

9. Evaluation Remarks: (If none enter N/A) N/A

10. Project Team Leader: Sheila Zhang [Signature on File]

03/17/03

(Print name, then sign.)

(Date)

11. Technical Reviewer: E. Jeanne Hamilton [Signature on File]

03/17/03

(Print name, then sign.)

(Date)

12. QPPL: Larry Maassen [Signature on File]

03/17/03

(Print name, then sign.)

(Date)

QP-4.2, R3

**Los Alamos National Laboratory
Remediation Program**

SAMPLE COLLECTION LOG

SAMPLE ID: CAPU-02-45071

EVENT ID: 102

EVENT NAME: Round 4 Pueblo Cyn Surface Water sampling

AS PLANNED		AS COLLECTED		AS PLANNED		AS COLLECTED	
DATE COLLECTED (MM/DD/YYYY):				EVAL CLASS:	WS		
TIME COLLECTED (HH:MM):				SAMPLE TECH CODE:	DC		
PRS ID:	PRS: C-00-005			FIELD QC TYPE:	NA		
LOCATION ID:	00-10241			COMPOSITE TYPE:	NA		
LOCATION TYPE:	GENERIC			FIELD PREP:	F		
TOP DEPTH (FT):	0.0000		(FT / cm / NA)	SAMPLE USAGE:			
BOTTOM DEPTH (FT):	0.0000		(FT / cm / NA)	WATER FLOWING :		YES___ NO___ NA___	
FIELD MATRIX:	WS			SCREEN/PORT DESC (wells only):			
ER SOP Followed: _____							
#	CONTAINER	PRESERVATIVE	ORDER	ANALYTICAL SPECIAL INSTRUCTIONS			
4	250 ML AMBER GLASS	H2SO4	DOC				
5	1 L POLY	HNO3	METALS+Mo+Si GEL				
6	1 L POLY	H2SO4	NH3+PO4+NO3NO2				
7	1 L POLY	ICE	Alk+Anions+Perchlorate				
8	1 GAL POLY	HNO3	AM241+GS-ISOPU+IS OU+SR90				

ADDITIONAL INFORMATION (optional): Special Instructions:

SAMPLE DESC:

SAMPLE LOCATION DESC: 00-10241

Location Description:

FIELD SCREENING/MEASUREMENT RESULTS:

COLLECTED BY: (PRINTED NAME) _____ (SIGNATURE) _____ (DATE) _____

REVIEWED BY: (PRINTED NAME) _____ (SIGNATURE) _____ (DATE) _____

Revision Log

<i>Revision No.</i>	<i>Effective Date</i>	<i>Prepared By</i>	<i>Description of Changes</i>	<i>Affected Pages</i>
Revision 4	08/30/01	Felicia M. Aguilar	Revise to document process as it is currently implemented.	All
ICN	4/18/02	Felicia M. Aguilar	Interim Change Notice to update process for requesting field sampling paperwork and attach new examples of paperwork.	All
Revision 5	12/12 /02	Felicia M. Aguilar	Incorporates all ICN1 changes.	All

Sample Control and Field Documentation

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Sample Control and Field Documentation

1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the process for documenting the traceability of samples collected for the Environmental Restoration (ER) Project using sample control and field documentation, specifically, container labels, Sample Collection Logs, Chain of Custody (COC)/Request for Analysis forms, and Daily Activity Log forms or field notebooks.

2.0 SCOPE

- 2.1 All **ER Personnel** shall implement this mandatory SOP when documenting the traceability of samples collected for the ER Project.
- 2.2 **ER Project participants** shall use this SOP in conjunction with DI-4.11, Completing the SMO Analytical Order and Field Paperwork Request.
- 2.3 **Subcontractors** performing work under the ER Project's quality program shall follow this SOP for documenting the traceability of samples collected for the ER Project.

3.0 TRAINING

- 3.1 **ER Personnel** shall train to and use the current version of this SOP; contact the author if the SOP text is unclear.
- 3.2 **ER Personnel** using this SOP shall document training in the ER training database located at <http://erinternal.lanl.gov/Training/login.asp> in accordance with QP-2.2.
- 3.3 **Users** of the software that generates field paperwork shall train by classroom and on-the-job training according to SMO and Data Management staffs' requirement.
- 3.4 All **users** of this SOP shall train to DI-4.11 by reading the Desk Instruction and attending a Data Management training session.
- 3.5 The **FTL** or designee shall monitor the proper implementation of this procedure and shall ensure that relevant team members complete all applicable training assignments in accordance with QP-2.2.

4.0 DEFINITIONS

- 4.1 *Chain of custody (COC)*—The procedural steps to assure traceability of a sample from initial collection to final disposition. A sample is in one's custody when one or more of the criteria listed below are satisfied:
- The sample is in one or more of the field team members' physical possession
 - The sample is in one's view after being in one's physical possession.
 - The sample is in a locked or secured area (accessible only to authorized personnel) and maintained in a manner that would make any tampering evident.

Documentation of these criteria provides evidence that the chain of custody was maintained. The Field COC form documents the traceability of the sample and the sample location.

- 4.2 *Technical team members*—The individuals working on the project.
- 4.3 *Field team members*—Those authorized individuals present at a sampling site during sample collection. Their presence at the site must be documented. This is done with site access lists or sign-in sheets that are kept outside the exclusion zone. The documentation is required per HAZWOPER. In the case of an emergency the FTL must know who is on site.
- 4.4 *SMO application*—The software used to generate field paperwork and electronic files.

5.0 BACKGROUND AND PRECAUTIONS

All work performed for the ER Project must be thoroughly and accurately documented. Sample control and field documentation are necessary to document the work performed in the field, to ensure traceability and defensibility of resulting data, and to be legally defensible. Lack of complete documentation may render the fieldwork invalid.

6.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure.

- 6.1 Data Management Staff
- 6.2 ER Personnel
- 6.3 Field Team Leader or designee
- 6.4 Requester

- 6.5 Sample Management Office Staff
- 6.6 Technical and Field Team Member
- 6.7 University of California Technical Representative
- 6.8 User

7.0 EQUIPMENT

The list below represents the equipment necessary to complete the tasks defined in this procedure.

- Computer
- Compatible printer

8.0 PROCEDURE

Users of this SOP may reference Attachment A for a process flow chart of this procedure.

8.1 Perform Request Notification

8.1.1 The **requester** shall notify the Sample Management Office (SMO) and Data Management by completing and submitting the SMO Analytical Order and Field Paperwork Request spreadsheet per DI-4.11.

8.1.2 The **requester** shall notify the SMO and Data Management staff at least two weeks, and preferably 30 days, before fieldwork commencement, of the required number and types of samples and types of analyses.

Note: This 14-30 day notification allows the SMO to ensure adequate analytical laboratory capacity for the requested analyses and turnaround times and allows Data Management to generate draft sampling paperwork and allows the requester to review the draft sampling paperwork for final printing.

Note: This spreadsheet also documents any special instructions or requests. Contact the Data Management staff if questions arise while completing the SMO analytical order and field-paperwork, request spreadsheet.

8.2 Generate Sample Control and Field Documentation

8.2.1 The **Data Management staff** shall generate the draft paperwork.

8.2.2 The **SMO staff** shall generate the order templates.

- 8.2.3 The **requester** shall review the draft-sampling paperwork or summaries, either approving for final printing or coordinating with Data Management staff to correct problems.
- 8.2.4 The **SMO staff** shall perform the following actions: 1) print the approved paperwork, 2) pull the containers needed, and 3) provide the sampling kits to the requester.
- 8.2.5 While collecting samples, the **Field Team Leader (FTL) or designee** shall complete all the blank fields in the Sample Control and Field Documentation.
- 8.2.6 The **FTL or designee** shall correct the planned values by filling in the “as collected” spaces, based on field observations. If the planned values are accurate, the **FTL or designee** shall write in “OK” in the “as collected” spaces.
- Note:** To fill in multiple spaces an “OK” with an arrow below it through the spaces that are accurate is acceptable.
- 8.2.7 The **FTL or designee** shall ensure that sample labels (Attachment B) that provide information regarding the samples are affixed to the sample containers prior to or immediately following the sampling activity.
- 8.2.8 The **FTL or designee** shall ensure that the blank fields are completed; these include Date and Time of sample collection and the Field Point of Contact.

Note: Each label includes the following information:

- Location: A unique number that allows entry of location information into the ER database.
- Container Code: The type of container assigned to this sample.
- Special Instructions: Special instructions requested of the laboratory.
- Date, Time: Date and time of sample collection.
- Sample ID: Sample identification number and container number for each sample in shipment.
- Analysis: Analytical method requested for type of contaminant for which sample is analyzed.
- Preservative: Type of preservative needed for a particular analysis (e.g., ice, HN03, none).
- Field POC, Initials: Printed name and initials of point of contact.

Note: The Date/Time and Field POC Initials must be completed in the field; all other fields are pre-populated based on information provided in the SMO Analytical Order and Field Paperwork Request.

8.3 Complete Sample Collection Logs

8.3.1 The **FTL or designee** shall ensure the completion of the Sample Collection Log (SCL) (Attachment C) (i.e., recording all information pertinent to the collection of sample media on this log).

8.3.2 The **FTL or designee** shall ensure that all fields on the SCL are complete (i.e., information supplied for all fields provided).

Note: Write “N/A” (for “not applicable”) in the field as appropriate.

8.3.3 The **FTL or designee** shall record additional information, as necessary, on either an attachment to the SCL, the Daily Activity Log, or the Field Notebook, as appropriate.

8.3.4 The **FTL or designee** shall complete the SCL by signing it; this documents the collection of the sample.

8.3.5 An independent **field team member** shall review the SCL to ensure its completeness and accuracy, indicating review with an approval signature.

8.3.6 The **FTL or designee** shall submit the SCLs to SMO staff when the samples are submitted.

8.3.7 For planned but not collected samples, the **FTL or designee** shall return the SCLs and Field COC forms to the SMO with the words “not collected” written across the SCLs and Field COC forms, ensuring all required signatures applied.

Note: Make a photocopy of the log at the SMO for the FTL records, as appropriate.

Note: SCL entries include the following fields, for look-up tables or a “cheat sheet,” of the allowable entries for each of the fields, go to DI-4.11:

- Sample ID: A unique identification number assigned to each sample. Do not fill in by hand or modify Sample IDs. The samples IDs are unique and not field assigned.
- Event ID and Event Name: The unique identification number and name assigned to the sampling event during its generation.
- Date and Time Collected: Date and time of sample collection.

- PRS ID: The PRS associated with this sample.
- Location ID: This unique identifier allows entry of location information into the ER database and ties the exact location with the analytical results.
- Location Type: A general location description based on the sampling-event, planning document and site knowledge. See the Location_Type look-up table for a list of allowed values.
- Top and Bottom Depth: Sample begins and end depths in inches or feet, including unit (e.g., depth of sample in feet, distance on transect in feet).
- Field Matrix: Description of the sample's matrix as perceived by the field person collecting the sample. See the Field_Matrix look-up table for a list of allowed values.
- Eval Class: Formerly referred to as "media code" (based on the sampling event planning document and site knowledge), for the sample collected. See the Eval_Class look-up table for a list of allowed values.
- Sample Tech Code: The technique code for the technique used to collect the sample. See the Sample_Tech_Code look-up table for a list of allowed values.
- Field QC Type: The type of QA/QC sample, if not a regular sample. These include field duplicates and triplicates, field rinsates, field prepared blanks, field splits, collocated, and performance evaluation samples. See the Field_QC_Type look-up table for a list of allowed values.
- Composite Type: If composite samples are collected, identify the type of composite sample. See the Composite_Type look-up table for a list of allowed values.
- Field Prep: The appropriate field preparation method applied, in the field, on the sample collected. See the Field_Prep look-up table for a list of allowed values.
- Sample Usage: The usage of the sample based on the sample event planning document. See the Sample_Usage look-up table for a list of allowed values.
- Water Flowing: If collecting a water sample indicate whether or not the water was flowing at collection time by writing in Yes or No.

- Screen/Port Description: If collecting a water sample from a well, indicate which screen or port was sampled.
- ER SOP Followed: The number, including revision number, of the LANL ER Standard Operating Procedure used for the sampling executed.
- Special Instructions: Any comments or special instructions for the sample, this may be preplanned or completed in the field.
- Sample Description: A description of the sample material collected.
- Field Screening/Measurement Results: The results of field screening conducted on a given sample (for example, photoionization detector or flame ionization detector readings in ppm, field high-explosive testing negative or positive). List both the field screening method and the measurements.
- Sample Location Description: General description of sampling location (e.g., borehole HDH-1 by TA-16-03, outfall samples in Mortandad Canyon, etc.).
- Photo ID: Photo information such as roll number, frame number, subject, and participants; include a caption for the photo or a description of the activity depicted.
- Collected By Printed Name, Signature and Date: Printed name and signature of person who collected the sample and the date the SCL was completed.
- Reviewed By Printed Name, Signature and Date: Printed name and signature of person who reviewed the SCL and the date the review was done.

8.4 Use Field Chain of Custody Forms

8.4.1 The **FTL** or designee shall ensure the use of the Field Chain of Custody (COC) forms (Attachment D) to document the integrity of all samples and to maintain a record of sample collection and transfer between personnel.

Note: A unique control number must appear on each Field COC. Complete a Field COC for each sample collected.

8.4.2 The **FTL or designee** shall ensure that information is supplied in all blank spaces on the Field COC form; if the space is not applicable, enter "N/A."

Note: The Field COC form contains the following information:

- Event Name: The name assigned to the sampling event during generation of the field sampling paperwork.
- COC ID: A unique number assigned to the individual form.
- Sample ID: A unique identification number assigned to each sample. Do not fill in by hand or modify the Sample IDs. The sample IDs are unique and not field assigned.
- Sample Order Matrix: Sample matrix description provided to analytical laboratory.
- ER Team Leader: Project Team Leader, Team Leader, or designee, as appropriate.
- FTL: The FTL responsible for collection of the sample.
- Destination: The SMO or analytical laboratory(s) within the Laboratory where samples are sent.
- Destination POC: The SMO or analytical laboratory contact.
- Container ID: The container number for each container that makes up the sample.
- Order: Analytical method requested for type of contaminant for which sample is analyzed.
- Container Description: Volume and type of container used.
- Preservative: Type of preservation needed for the particular analysis (e.g., ice, HN03, none).
- Collected Y/N: Indicate whether the container was collected by filling in "Y" or "N."
- Reason: Fill in the reason for not collecting a container. This is required if a container is not collected.
- Special Instructions: Additional relevant information pertaining to the samples (e.g., condition on receipt).
- Relinquished By and Date/Time: Printed name and signature of field team member transferring possession of samples to the mobile analytical laboratory(s) or SMO, or to any other authorized person and the date and time the samples are relinquished.
- Received By and Date/Time: Printed name and signature of the individual receiving the samples and the date and time the samples are received.

Note: The individual accepting custody of a sample or set of samples must verify that all containers identified on the Field COC Form are contained in the package(s) requiring acceptance. The signature on the form acknowledges receipt of all the sample containers.

8.4.3 The **FTL or designee** shall ensure delivery of the samples to the SMO and/or other analytical laboratory(s) with completed Field COC form (i.e., inspect the forms for completeness and accuracy).

8.5 If Delivering Samples to the SMO

8.5.1 The **FTL or designee** shall ensure that all copies of the Field COC form accompany the sample(s) on delivery to the SMO.

8.5.2 The **FTL or designee** shall sign the Field COC Form in the “Relinquished By” block.

8.5.3 **SMO staff** shall sign the form in the “Received By” block.

8.5.4 The **FTL** and **SMO** shall note the date and time of the transfer.

8.5.5 After the SMO acknowledges receipt of samples by signing the form, the **FTL or designee** shall submit the form with the samples.

Note: The **FTL or designee** may keep a photocopy of the Field COC.

8.5.6 If samples delivered to the SMO require radiation screening for shipment to the analytical laboratory, the **FTL or designee** shall submit the samples to the radiation-screening supplier for screening; the supplier providing the screening then sends the results to the SMO.

8.5.7 If the samples do not require radiation screening, based on historical knowledge or previous radiation screening done in the sampling area, the **FTL or designee** shall complete a Radiological Screening Data Release Form (Attachment G).

8.5.8 If the previously-sampled area received radiation screening, the **FTL or designee** shall list the sample numbers previously screened within the “Reason” section of the form.

8.6 If Delivering Samples to Another Analytical Laboratory

8.6.1 The **FTL or designee** shall sign the Field COC form in the “Relinquished By” field, and an individual at the mobile analytical laboratory signs the form in the “Received By” field; both note the date and time of the transfer.

8.6.2 After an individual at the mobile analytical laboratory acknowledges receipt of samples by signing the form, the **FTL or designee** may keep a photocopy of the Field COC.

Note: The COC/Request for Analysis form signed off by the mobile analytical laboratory(s) is not a completed record because, after screening is completed, the form is used again to transfer the samples back to the field team for disposal. The FTL or designee may retain a photocopy from the initial interaction with the mobile analytical laboratory(s) for his/her use only.

8.7 Use Custody Seals

8.7.1 The **FTL or designee** shall ensure the use of Custody seals (Attachment E) in order to guarantee that samples are not tampered with during transport to the SMO or shipment to the analytical laboratories.

Note: The lid of every sample container is sealed with a custody seal. Ensure that the seal securely contacts both the bottle and the lid. The sample collector initials and dates each seal.

8.7.2 The **FTL or designee** shall ensure delivery of the sealed sample containers to the SMO and/or to the mobile analytical laboratory(s).

8.8 Collect the Samples

Field team members shall follow applicable SOPs for media-specific sample collection; these SOPs may require adherence to special instructions or completing additional forms.

8.9 Complete Sample Control and Field Documentation

The **FTL or designee** shall ensure the collection of all required field data and completeness of the sample control and field documentation. (If the information is “not applicable” to the project, put “N/A” as appropriate.)

Note: Do **not** destroy or discard documents even if they are illegible or contain inaccuracies that require replacement documents. Resolve any inaccuracies upon discovery by crossing through the error with a single line, correcting it on the original document, and initialing and dating the correction. If the correction is not self-explanatory, the individual must assign a number to the correction and attach to the original a sheet that fully describes the correction.

8.10 Complete Field Investigation Summaries

8.10.1 The **FTL** shall keep field notes that briefly summarize each day's progress.

8.10.2 **Field personnel** shall use bound field notebooks or Daily Activity Log forms (for use in loose-leaf notebooks), in addition to the sample control and field documentation, to record all pertinent field data; this includes detailed summaries of information pertaining to the field

investigation and additional field data (e.g., unusual events such as storms).

Note: If Field Notebooks are used, follow QP-5.7. These notebooks are tracked documents; unique identifiers (ER Project Document Catalog Numbers) are assigned to the notebooks.

Note: If Daily Activity Log Forms (Attachment F) are used, paginate each sheet of the Daily Activity Log for each day (e.g., 1 of 4, 2 of 4, etc.). Entries in the Field Notebooks or Daily Activity Log forms include the following:

- Date: Month, day, and year at the start of each day and at the top of each page.
- Time: The time of each activity.
- Technical Area: Two-digit number indicating the TA in which the sampling activities are executed.
- Operable Unit: Four-digit number indicating the OU in which the sampling activities are executed.
- Site Work Plan: If applicable, include the Site Work Plan number.
- Signature: Preparer must sign the entries at the end of each day.
- Comments: Comments may include, but are not limited to
 - a general description of work performed;
 - deviations from approved plans or procedures;
 - names and affiliations of all ER Personnel on site (field team members and/or visitors);
 - a description of general field conditions (weather...) encountered;
 - problems encountered/ resolutions implemented;
 - sketches and calculations pertaining to the job;
 - supplies and equipment used;
 - when photographs are taken in the field, the time, date, location, roll identification number, frame number, general compass direction, a description of the subject matter, and the photographer's name must be recorded;
 - decontamination practices, such as the time at which decontamination is performed;

- a description of waste generated as a result of the field investigation; and/or
- any additional field observations pertinent to the investigation.

8.11 Perform Field Closeout

The **FTL** shall ensure that ER personnel follow SOP-01.12.

9.0 LESSONS LEARNED

- 9.1 Before performing work described in this SOP, ER Personnel should go to the Department of Energy Lessons Learned Information Services home page, located at <http://www.tis.eh.doe.gov/II/II.html>, and/or the LANL Lessons Learned Resources web page, located at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.
- 9.2 During the performance of work, ER Personnel, if appropriate, shall identify, document, and submit lessons learned in accordance with QP-3.2.

10.0 RECORDS

- 10.1 The **FTL** shall submit the following records (processed in accordance with QP-4.4) to the Records Processing Facility:
 - Field Notebooks
 - Daily Activity Logs (if used)
 - Chain of Custody/Request for Analysis Forms for containers delivered to laboratories other than the SMO.
- 10.2 The **FTL** shall submit the following records to the SMO:
 - Completed SCLs and the Field COC forms for containers delivered to the SMO and for samples planned but “not collected”.
- 10.3 The **SMO Staff** shall ensure the following records are submitted to the Records Processing Facility:
 - Sample Collection Logs and Field Chain of Custody/Request for Analysis forms for containers delivered to the SMO and for samples planned but “not collected.”
- 10.4 The **Data Management data steward** and the **SMO staff** shall ensure that the following records are filed as necessary:
 - Sampling Paperwork Approval Form

11.0 REFERENCES

To implement properly this SOP, **ER Personnel** should become familiar with the contents of the following documents located at

http://erinternal.lanl.gov/home_links/Library_proc.shtml:

DI-4.11, Completing the SMO Analytical Order and Field Paperwork Request

QP-2.2, Personnel Orientation and Training

QP-3.2, Lessons Learned

QP-4.4, Record Transmittal to the Records Processing Facility

QP-5.3, Readiness Planning and Reviews

QP-5.7, Notebook Documentation for Environmental Restoration Technical Activities

SOP-01.01, General Instructions for Field Investigations

SOP-01.12, Field Site Closeout Checklist

12.0 ATTACHMENTS

The **user** of this SOP may locate all forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp> unless otherwise noted.

Attachment A: Sample Control and Field Documentation Work Process Flow Chart (1 page)

Attachment B: Sample Labels (electronically generated) (1 page)

Attachment C: Sample Collection Log (electronically generated) (1 page)

Attachment D: Sample Field Chain of Custody Form (electronically generated) (1 page)

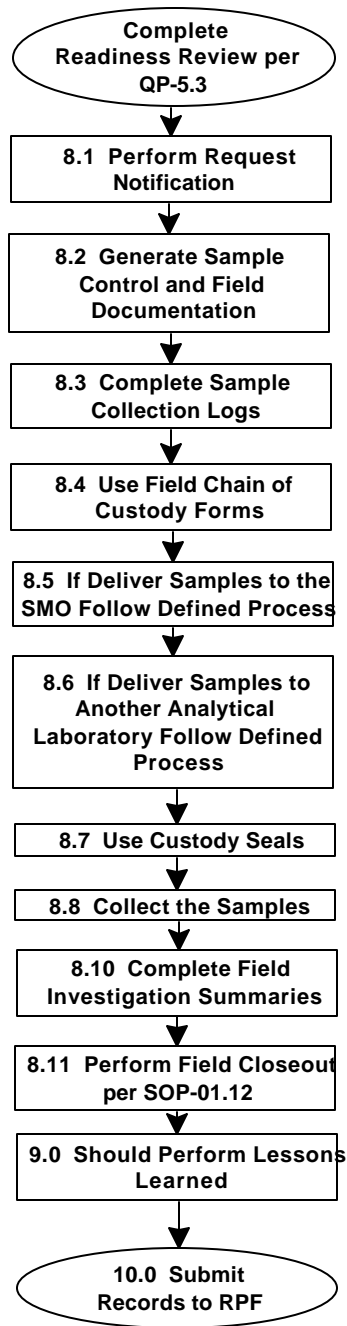
Attachment E: Sample Custody Seal (Example only) (1 page)

Attachment F: Daily Activity Log (1 page)

Attachment G: Radiological Screening Data Release Form (1 page)

Attachment H: Acronym and Abbreviation List (1 Page)

Sample Control and Field Documentation Work Process Flow Chart



Sample Labels

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location:	Date:	Location:	Date:	Location:	Date:
09-02-19548		09-02-19548		09-02-19548	
Container Code:	Time:	Container Code:	Time:	Container Code:	Time:
500 ML AMBER GLASS		500 ML AMBER GLASS		500 ML AMBER GLASS	
Special Instructions:		Special Instructions:		Special Instructions:	

GW09-02-44028	1	GW09-02-44028	4	GW09-02-44029	2
Analysis: EPA:300		Analysis: SW-846:7196A		Analysis: EPA:365.2	
Preservative: NONE		Preservative: NONE		Preservative: NONE	
Field POC: Katzman, Danny		Field POC: Katzman, Danny		Field POC: Katzman, Danny	
Initials:		Initials:		Initials:	

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location:	Date:	Location:	Date:	Location:	Date:
09-02-19548		09-02-19548		09-02-19548	
Container Code:	Time:	Container Code:	Time:	Container Code:	Time:
500 ML AMBER GLASS		500 ML AMBER GLASS		500 ML AMBER GLASS	
Special Instructions:		Special Instructions:		Special Instructions:	

GW09-02-44028	2	GW09-02-44028	5	GW09-02-44029	3
Analysis: EPA:365.2		Analysis: SW-846:9250		Analysis: EPA:376.1	
Preservative: NONE		Preservative: NONE		Preservative: NONE	
Field POC: Katzman, Danny		Field POC: Katzman, Danny		Field POC: Katzman, Danny	
Initials:		Initials:		Initials:	

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location:	Date:	Location:	Date:	Location:	Date:
09-02-19548		09-02-19548		09-02-19548	
Container Code:	Time:	Container Code:	Time:	Container Code:	Time:
500 ML AMBER GLASS		500 ML AMBER GLASS		500 ML AMBER GLASS	
Special Instructions:		Special Instructions:		Special Instructions:	

GW09-02-44028	3	GW09-02-44029	1	GW09-02-44029	4
Analysis: EPA:376.1		Analysis: EPA:300		Analysis: SW-846:7196A	
Preservative: NONE		Preservative: NONE		Preservative: NONE	
Field POC: Katzman, Danny		Field POC: Katzman, Danny		Field POC: Katzman, Danny	
Initials:		Initials:		Initials:	

Sample Collection Log

Sample Field Chain of Custody Form

Los Alamos National Laboratory Environmental Restoration Project Los Alamos, MN 87545		EVENT NAME: Event Field Test		COC ID: 882		Page 1 of 8	
SAMPLE ID: GW09-001		ER TEAM LEADER: [Signature]		DESTINATION: SMO			
SAMPLE ORDER MATRIX: Soil		FIELD TEAM LEADER: Danny Kalzman		DEST. POC:			
ANALYSES REQUESTED							
CONT. ID	ORDER	AMBER DESCRIPTION	PRESERVATIVE	COLLECTED Y/N	REASON	SPECIAL INSTRUCTIONS	
1	EPA-300	500 ML AMBER GLASS	None				
2	EPA-365.2	500 ML AMBER GLASS	None				
3	EPA-376.1	500 ML AMBER GLASS	None				
4	SW-846-7196A	500 ML AMBER GLASS	None				
5	SW-846-9250	500 ML AMBER GLASS	None				
RELINQUISHED BY (printed name): (signature):		RELINQUISHED BY (printed name): (signature):		Date/Time:			
RECEIVED BY (printed name): (signature):		RECEIVED BY (printed name): (signature):		Date/Time:			

Sample Custody Seal

Date _____

Initials _____

 <p>Los Alamos LOS ALAMOS NATIONAL LABORATORY</p>	<p>LAB SAMPLE</p>	<p>Date _____</p>
	<p>DO NOT TAMPER</p>	<p>Initials _____</p>

[illegible]

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(ER2002-0282)

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Radiological Screening Data Release Form

The SMO received the following samples (list samples by number) without radiological screening data.

The SMO delays shipping of these samples until radiological screening documentation arrives at the SMO.

I understand that it is my responsibility to ensure that this information arrives at the SMO in a timely manner.

If holding times are missed because screening data do not arrive, I will pick up the samples when called to do so.

The following samples (list by sample number) do not require radiological screening for the reason stated.

Reason: _____

Signature _____

Printed name _____

Telephone Number _____ Date _____

SOP-01.04, R5

Los Alamos National Laboratory
Environmental Restoration

List of Acronyms and Abbreviations

COC	chain of custody
DCC	Document Control Coordinator
ER	environmental restoration
FTL	Field Team Leader
LANL	Los Alamos National Laboratory
PPE	personal protective equipment
PTL	Project Team Leader
QP	quality procedure
QPPL	Quality Program Project Leader
SCL	sample collection log
SMO	sample management office
SOP	standard operating procedure
SSHASP	site-specific health and safety plan
UTR	University of California Technical Representative